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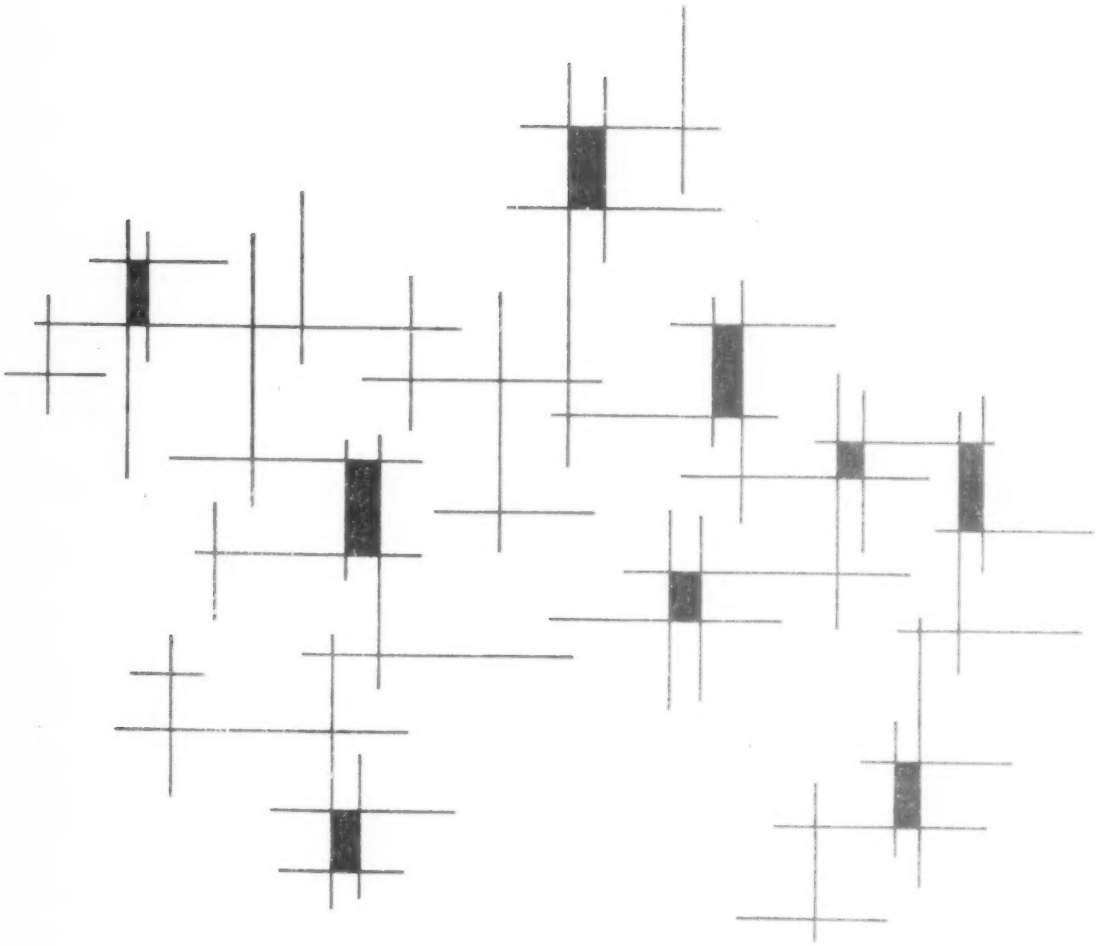
VOLUME 35, NO. 10

Personnel Literature



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ABSENTEEISM

10-1

Cruikshank, George E.

No-shows at work: high-priced headache. Nation's business, 64:37-39, September 1976.

Descriptors: *Absenteeism rates / *Absenteeism causes / *Absenteeism control--Methods.

10-2 Ie507.9 .Q3a

Queen's University. Industrial Relations Centre.

Absenteeism; a bibliography. Kingston, Ontario, 1975. 60p. (Bibliography series no. 6)

Descriptors: *Absenteeism--Bibliography.

ASSESSMENT CENTERS

10-3

Aronoff, Richard.

Top management assessment center. IPMA agency (International Personnel Management Association), p. 4-5, August 1976.

Describes method used by Santa Monica, Calif. to select a director of finance.

Descriptors: *Assessment centers.

10-4

Kraut, Allen I.

New frontiers for assessment centers. Personnel, 53:30-38, July-August 1976.

Descriptors: *Assessment centers--Evaluation / *Promotion--Methods.

AUTOMATIC DATA PROCESSING--EFFECTS

10-5 Id77 .L84p

London, Keith R.

The people side of systems; the human aspects of computer systems. New York, McGraw-Hill, 1976. 281p.

Descriptors: Project management / *Communication techniques / Human relations / *Electronic data processing departments--Management / *Technological change / Retraining / Electronic data processing personnel--Training.

AWARDS

10-6

Six chosen for 1976 woman's award. Federal times, 12:15, September 13, 1976.

Descriptors: *Awards / *Women professional employees / Federal government.

CAREER PLANNING

10-7 Ie438 .P9C18c

Career opportunities for psychologists; expanding and emerging areas, ed. by Paul J. Woods. Washington, American Psychological Assn., 1976. 307p.

Descriptors: *Psychologists / *Employment opportunities--Addresses, essays, lectures / *Career planning.

CAREER PLANNING (Cont'd)

10-8 Ie438.5 .C36c

Chapman, Elwood N.

Career search; a personal pursuit. Chicago, Science Research Associates, 1976. 148p.

Descriptors: *Career planning / *Occupational choice.

CHANGE, ORGANIZATIONAL

10-9

Henderson, Hazel.

How to cope with organizational future shock. Management review, 65:19-28, July 1976.

Descriptors: *Change, Organizational / *Organizational characteristics / Organizational structure / Social change / Technological change / Forecasting.

CIVIL SERVICE, FEDERAL

10-10

Andronicos, Bill.

Job rule pending for aliens. Federal times, 12:24, September 13, 1976.

Descriptors: *Aliens--Employment / Civil service / Federal government.

10-11 P.R. Ia11.3 .C86f

Crenson, Matthew A.

The Federal machine; beginnings of bureaucracy in Jacksonian America. Baltimore, Johns Hopkins University Press, 1976. 186p.

Descriptors: *Bureaucracy--History / *Patronage / Federal government / *Administrative agencies--History.

10-12

Franck, Derrick R.

Federal wage regulations and service contracts. Air Force law review, 18:17-34, Summer 1976.

"This article discusses the threat to the job security of Federal employees by decisions of the Federal government to contract for services that are performed or could be performed by wage board employees."

Descriptors: *Wage system employees--Pay / *Job security / *Contracts, Government.

10-13

Orr, Teddy.

Civil Service Commission: a look at its past, present and future. IEA news (Intergovernmental Employees Association), 51:4-7, August 1976.

Descriptors: *U.S. Civil Service Commission / *Civil service reform.

10-14

Peters, Charles.

A kind word for the spoils system. Washington monthly, 8:26-30, September 1976.

Descriptors: *Government employees / Federal government / *Removal / Patronage / *Tenure / Political activity.

CIVIL SERVICE, FEDERAL (Cont'd)

10-15 Id22.5 .Un58p

U.S. General Accounting Office.

Pentagon staffs--is there potential for further consolidations/cutbacks? Highlights of a report on staffing and organization of top-management headquarters in the Department of Defense. Report to the Congress by the Comptroller General of the United States. Washington, 1976. 29p. (B-183257)

Descriptors: *Personnel information systems / *Management improvement / *U.S. Department of Defense.

10-16

U.S. President, 1974- (Gerald R. Ford).

Citizenship requirements for Federal employment. Weekly compilation of Presidential documents, 12:1302-3, September 6, 1976.

Letter to the Speaker of the House and to the President of the Senate; Executive Order 11935.

Descriptors: *Aliens--Employment--Executive orders / Federal government / Civil service.

10-17 S/I

Vaughn, Robert G.

The personal accountability of public employees. American University law review, 25:85-130, Fall 1975.

Author believes there is need for a "mechanism to provide meaningful remedies for violation of the standards of conduct."

Descriptors: *Federal employees / *Management accountability / *U.S. Civil Service Commission.

CIVIL SERVICE, FOREIGN

10-18

Painter, C.

The civil service: post-Fulton malaise. Public administration (Gt. Brit.), 53:427-441, Winter 1975.

Descriptors: *Great Britain--Civil service / *Morale / *Motivation.

COMMUNICATION

10-19

Greenbaum, Howard H. and Noel D. White.

Biofeedback at the organizational level: the communication audit. Journal of business communication, 13:3-15, Summer 1976.

Descriptors: *Communication in management--Evaluation--Methods / Communications research / *Organizations / Feedback (Psychology).

10-20

Hundley, John R., III.

Listening posts. Personnel, 53:39-43, July-August 1976.

Descriptors: *Communication techniques / *Grievances--Procedures.

10-21

Lorey, Will.

Mutual trust is the key to open communications. Administrative management, 37:70-72+, September 1976.

Descriptors: *Communication in personnel management / *Executive perquisites / *Management control.

COMMUNICATION (Cont'd)

10-22 Ie552 .Sa5c

Sanford, Aubrey C., Gary T. Hunt and Hyler J. Bracey.
Communication behavior in organizations. Columbus, Ohio, C. E. Merrill Pub. Co., 1976. 349p.
Descriptors: *Communication--Textbooks / *Organizations / *Human relations / Models and modelmaking / Organizational structure / Group relations / Organizational effectiveness / Job design / Leadership style / Change, Organizational.

CREATIVE THINKING

10-23 BF408 .St3s

Stein, Morris I.
Stimulating creativity. New York, Academic Press, 1974. 1v.
Contents: Vol. 1, Individual procedures.
Descriptors: *Learning / *Creative thinking / Personality / Psychology / Communication.

DELEGATION

10-24 Ie26 .St3a

Steinmetz, Lawrence L.
The art and skill of delegation. Reading, Mass., Addison-Wesley Pub. Co., 1976. 204p.
Descriptors: *Delegation--Handbooks, manuals, etc. / Supervisors--Responsibilities / Executives--Responsibilities.

EMPLOYEE HEALTH AND MEDICAL CARE

10-25

Altman, Stephen.
Growing pains; a portrait of developing occupational safety and health in America. Job safety & health, 4:24-32, August 1976.
Descriptors: *Health, Employee--History / *Safety--History.

10-26 Ie558 .G17h

Gardner, Archibald W. and Peter Taylor.
Health at work. New York, Halsted Press, 1975. 170p.
Descriptors: *Health, Employee--Administration / *Medical and physical examinations / *Safety--Administration.

10-27 Ie568 .H85w

Hricko, Andrea and Melanie Brunt.
Working for your life: a woman's guide to job health hazards. Berkeley, University of California, Institute of Industrial Relations, 1976. 1v.
Descriptors: *Women employees--Handbooks, manuals, etc. / *Health, Employee--Handbooks, manuals, etc. / *Health, Employee--Law and legislation / Safety--Law and legislation / Women--Discrimination--Law and legislation / *Pregnancy / Office workers / Hospital workers / Laboratory technicians / Electronic technicians / Working conditions / Women employees--Statistics / Day care centers / Health, Employee--Terminology.

EMPLOYEE HEALTH AND MEDICAL CARE (Cont'd)

10-28

MacLennan, Doug R.

Ten steps to restoring a "loafer's heart." Management world, 5:6-8, August 1976.

Part 2 of a two-part article; part 1 appeared in Management World, 5:10-12, July 1976.

Descriptors: *Physical fitness / *Health, Employee.

10-29 Ie361 .Un90v

U.S. Social and Rehabilitation Service.

Vocational rehabilitation of the drug abuser. Washington, 1973-1975. 5v.

Contents: Vol. 1, Theory and policy; vol. 2, The practice of the art; vol. 3, Counseling as the art; vol. 4, Gainfully employed; vol. 5, Treatment planning and clinical supervision.

"Based on the State of the Art Editorial Seminar held at Mills College, March 28-30, 1973."

Descriptors: *Drug abuse--Treatment / *Rehabilitation, Vocational / Drug abusers / Rehabilitation counselors / Employment opportunities / Discrimination / Federal government / State governments.

EMPLOYEES' COMPENSATION

10-30

If you get hurt or sick at work--new union-management battle. U.S. news & world report, 81:88-89, September 13, 1976.

Descriptors: *Employees' compensation / *Labor-management relations / Employees' compensation--Costs / Disability benefits.

10-31 Ie564 .In7t

Institute for Local Self Government.

Through the roof. A report on escalating compensation costs. Berkeley, Calif., 1976. 207p.

Surveys extent of public employees' compensation cost increases over a five year period in eleven California jurisdictions.

Descriptors: *Employees' compensation--Costs / *Employees' compensation--Statistics / California.

10-32

Mustacchi, Piero.

Arterial hypertension and the work environment: some considerations affecting its compensability. Journal of occupational medicine, 18:561-566, August 1976.

Based on presentation to the 60th Annual Meeting of the American Occupational Medical Association, American Industrial Health Congress, San Francisco, April 13-17, 1975.

Descriptors: *Disability evaluation / *Heart--Diseases / Stress, Psychological / *Employees' compensation.

EQUAL OPPORTUNITY IN EMPLOYMENT

10-33 Law .Am3n Civ. rights

American Bar Association. Section of Local Government Law.
National conference on equal employment opportunity law. Proceedings of the ..., and the National Civil Service League, New York, April 20, 1976. Washington, 1976. 158p.

Partial contents: Guidelines on testing, by Frederick G. Seelman, Jr.; A memorandum on test validation, by E. Richard Larson; Selection guidelines: legal implications, by Irving Kator; Alternatives for public personnel management in resolving title VII issues, by Charles A. Pounian.

Not available for interlibrary loan.

Descriptors: *Equal opportunity in employment--Conferences / *Test validity.

10-34

Evaluating the impact of affirmative action: a look at the Federal contract compliance program. Industrial and labor relations review, 29:485-571, July 1976.

Papers presented at an evaluation conference sponsored by the New York State School of Industrial and Labor Relations of Cornell University and the U.S. Department of Labor, May 8-9, 1975.

Contents: Introduction, by George H. Hildebrand; Actual versus potential impact of government antidiscrimination programs, by Robert J. Flanagan; The labor market implications of an economywide affirmative action program, by George E. Johnson and Finis Welch; The estimated impact of the antidiscrimination program aimed at Federal contractors, by Morris Goldstein and Robert S. Smith; Does the contract compliance program work? an analysis of Chicago data, by James J. Heckman and Kenneth I. Wolpin; A process evaluation of the contract compliance program in nonconstruction industry, by Gregory J. Ahart.

Descriptors: *Affirmative action / *Contractor personnel / *Program evaluation.

10-35 Law .F31fp Civ. rights

Federal Bar Association.
Forms and procedures for title VII litigation; an equal employment opportunity practice guide. Prepared by Committee on Equal Employment and Collective Bargaining. Washington, 1976. 156p.

Descriptors: *Equal opportunity in employment--Handbooks, manuals, etc. / *Discrimination appeals.

10-36 S/I

Levinson, Richard M.
Sex discrimination and employment practices: an experiment with unconventional job inquiries. Social problems, 22:533-543, April 1975.

Descriptors: *Sex discrimination / *Job search.

10-37 M-Fiche

National Academy of Public Administration.
Achieving equal opportunity in NASA: an assessment of needs and recommendations for action. A report of a panel of the .... Springfield, Va., National Technical Information Service, 1976. 74p. (N76-16971)

Descriptors: *Affirmative action / *U.S. National Aeronautics and Space Administration / Upward mobility / Minority groups--Employment / Women--Employment.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

10-38 S/C

Sher, George.
Justifying reverse discrimination in employment. Philosophy & public affairs, 4:159-170, Winter 1975.
Descriptors: *Affirmative action--Evaluation / *Discrimination--Evaluation / Social change / Disadvantaged.

10-39 Ie152.5 .Un495e 1975

U.S. Federal Executive Board. Pittsburgh.
Equal employment opportunity statistical report for calendar year 1975. Pittsburgh, 1976. 189p.
Descriptors: *Equal opportunity in employment--Statistics.

ETHICS

10-40

Bresnahan, James F. and John L. Kane.
Professional ethics and competence in trial practice. American Bar Association journal, 62:988-991, August 1976.
Descriptors: *Legal ethics / Attorneys.

10-41 Ie478 .Et3e

The ethical basis of economic freedom, ed. by Ivan Hill. Chapel Hill, N.C., American Viewpoint, 1976. 427p.
Partial contents: Ethics in government service; a critical look at Federal conflict of interest regulation, by Andrew W. Kneier; Law enforcement code of ethics of the International Association of Chiefs of Police; Legal limitations and possibilities for self-enforcement of codes of ethics, by Earl W. Kintner.
Descriptors: *Civil service ethics / *Police ethics / *Professional ethics / Conflict of interest.

10-42

Zimmerman, Joseph F.
Ethics in local government. Management information service report, 8:1-11, August 1976.
Includes recommendations for drafting and implementation of a code of ethics for municipal and other local governments.
Descriptors: *Ethics / Finance, Personal / *Conflict of interest / Corruption (in politics) / *Freedom of information / Municipal employees / City managers.

EXECUTIVES

10-43 Ie124 .D39c

de Mare, George and Joanne Summerfield.
Corporate lives; a journey into the corporate world. New York, Van Nostrand Reinhold, 1976. 202p.
Descriptors: *Executives / *Quality of working life--Evaluation / Women executives / Afro-American executives.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

10-44

Carlisle, Arthur E.

MacGregor. Organizational dynamics, 5:50-62, Summer 1976.

Descriptors: *Delegation / *Leadership style / Decision-making / Organizational effectiveness / Time management / *Executives--Abilities.

10-45

Cherry, George W.

The serendipity of the fully functioning manager. Sloan management review, 17:69-82, Spring 1976.

Article based on the author's S.M. thesis at Alfred P. Sloan School of Management, Massachusetts Institute of Technology.

Descriptors: *Executives--Characteristics--Research / *Self-realization / Productivity / Executives--Motivation / Job satisfaction.

10-46 Ie124 .En3m

England, George W.

The manager and his values: an international perspective from the United States, Japan, Korea, India, and Australia. Cambridge, Mass., Ballinger Pub. Co., 1975. 177p.

Descriptors: *Executives--Attitudes--Research / *Personal values--Research / Ethics / Industry--Social aspects / Japan / India / Australia / Korea / United States.

10-47

Hill, Norman.

Self-esteem: the key to effective leadership. Administrative management, 37:24-25+, August 1976.

Descriptors: Self-esteem / *Leadership / *Executive effectiveness / Executives--Evaluation / Success in employment.

10-48 M-Film

Rizzo, Ann-Marie.

Patterns of person-group relationships for female and male mid-level managers in three governmental agencies. Ann Arbor, Mich., Xerox University Microfilms, 1974. 207p.

Doctoral dissertation, Syracuse University, 1974. Abstracted in Dissertation Abstracts International, vol. 36, no. 10, April 1976, p. 6950-A.

Descriptors: *Middle management--Characteristics--Research / *Women executives--Research / U.S. Department of State / U.S. Department of Transportation / Executives--Attitudes / *Human relations / Executives--Promotion.

10-49

Vaill, Peter B.

Management as a performing art. Personnel, 53:12-21, July-August 1976.

Article based on address entitled "Humanistic management" given before the Washington, D.C. chapter of the Society for Humanistic Management.

Descriptors: *Executives--Abilities / *Leadership style.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

10-50
Vinci, Vincent.
Can a good manager manage anything? Administrative management, 37:65-66+, September 1976.
Descriptors: *Executives--Characteristics / *Executives--Mobility.

EXECUTIVES--EVALUATION

10-51
Hall, Francine S. and Douglas T. Hall.
Effects of job incumbents' race and sex on evaluations of managerial performance. Academy of Management journal, 19:476-481, September 1976.
Descriptors: Women executives / Afro-American executives / *Executives--Evaluation--Research / *Women--Attitudes toward--Research / *Afro-Americans--Attitudes toward--Research.

EXECUTIVES--HEALTH AND MEDICAL CARE

10-52
Executive's guide to living with stress. Business week, p. 75-78+, August 23, 1976.
Descriptors: *Stress, Psychological / *Physical fitness / *Executives--Health / Meditation / Transactional analysis / Sensitivity training / Biofeedback training / Behavior modification.

EXECUTIVES--PAY AND FRINGE BENEFITS

10-53
Allan, Harry E.
Retiring at the top: a post-ERISA look at executive pensions. Pension world, 12:35-36+, September 1976.
Descriptors: *Executives--Fringe benefits / *Retirement benefits / Pensions / Pension reform--Law and legislation.

10-54
Caulkin, Simon.
Managers and their money. Management today (Gt. Brit.), p. 56-59+, August 1976.
Descriptors: *Executives--Pay / *Executive effectiveness / *Great Britain--Civil service / Pay policies / Pay rates.

10-55
Perham, John C.
New compensation trends. Dun's review, 108:66-68, September 1976.
Descriptors: *Executives--Fringe benefits / *Stock options.

10-56
What recession did to the boss's check. Business week, p. 22, August 30, 1976.
Descriptors: *Executives--Pay / Economics / *Pay increases--Statistics.

EXECUTIVES--RESPONSIBILITIES

10-57
Buser, Robert and Harry Miller.
We should train managers to be indecisive and to pass the buck! Training, 13:22-24, August 1976.
Descriptors: *Decision-making / *Executives--Responsibilities.

EXECUTIVES--TRAINING

10-58

Bamber, Greg and Chris Leggett.

Industrial relations training at the Civil Service College: some comments on the Edinburgh Centre. Personnel administration (Gt. Brit.), 54:211-222, Summer 1976.

Descriptors: *Middle management--Training--Evaluation / *Great Britain--Civil service / *Training methods.

10-59

Bass, Bernard M. and others.

PROSPER--training and research for increasing management awareness of affirmative action in race relations. Academy of Management journal, 19:353-369, September 1976.

Descriptors: Affirmative action / *Attitude change--Research / *Executives--Training--Research / *Afro-Americans--Attitudes toward / Executives--Attitudes / Role playing / Training evaluation / Training methods.

10-60

Greenwood, Frank, R. E. Ruhe and Robert Tuneski.

Two centuries of training. Training and development journal, 30:19-23, July 1976.

Descriptors: *Executives--Training / *U.S. Coast Guard.

10-61

Scala, Bea.

Management training: an 'extension course' catalog. Administrative management, 37:39-40+, August 1976.

Descriptors: *Executives--Training / *Training courses of study.

FREEDOM OF INFORMATION

10-62 S/I

Symposium on the 1974 amendments to the Freedom of Information Act. American University law review, 25:1-83, Fall 1975.

Contents: New opportunities for open government: the 1974 amendments to the Freedom of Information Act and the Federal Advisory Committee Act, by Ralph Nader; The sanctions provision of the Freedom of Information Act amendments, by Robert G. Vaughn; Judicial review of national security classifications by the executive branch after the 1974 amendments to the Freedom of Information Act, by Morton Halperin; Amended exemption 7 of the Freedom of Information Act, by Larry P. Ellsworth; Veto by neglect: the Federal Advisory Committee Act, by Barbara W. Tuerkheimer.

Descriptors: *Freedom of information / *Executive advisory bodies.

FRINGE BENEFITS

10-63

Skolnik, Alfred M.

Twenty-five years of employee-benefit plans. Social security bulletin, 39:3-21, September 1976.

Includes statistics on coverage, contributions, and benefits, 1950-1974.

Descriptors: *Insurance--Statistics / *Retirement--Statistics / *Disability benefits--Statistics.

GROUP RELATIONS

10-64

Liddell, William W. and John W. Slocum, Jr.

The effects of individual-role compatibility upon group performance: an extension of Schutz's FIRO theory. Academy of Management journal, 19:413-426, September 1976.

Descriptors: Group relations--Research / *Performance--Research / Decision-making / *Personality / *Group dynamics--Research / Communications research.

HEALTH MANPOWER

10-65

Marcus, Marvin, Donald Bleich and Anita Van Baelen.

A method for examining personnel in dental care delivery. Public health reports, 91:373-377, July-August 1976.

Descriptors: *Dental hygienists / *Dental technicians / *Task analysis / Health manpower--Utilization.

10-66 Ie438 .H34Un85hc 1972-75

U.S. Public Health Service.

Health manpower; a county and metropolitan area data book, 1972-75. Washington, U.S. Govt. Print. Off., 1976. 74p.

Descriptors: *Health manpower--Statistics / Dentists--Statistics / Physicians--Statistics / Nurses--Statistics / Veterinarians--Statistics / Optometrists--Statistics / Pharmacists--Statistics / Chiropodists--Statistics / Occupational therapists--Statistics.

HOURS OF WORK

10-67

Fiss, Barbara L.

Morale's soaring as hours glide. Federal times, 12:12, September 6, 1976.

"Barbara L. Fiss is the Civil Service Commission's project officer for the flexible work hours programs."

Descriptors: Morale / *Flexible working hours--Methods / Federal government / Productivity.

10-68

Owen, John D.

Workweeks and leisure: an analysis of trends, 1948-75. Monthly labor review, 99:3-8, August 1976.

Descriptors: Labor force / *Hours of work--Statistics / *Hours of work--History.

10-69 Ie488 .Un58c

U.S. General Accounting Office.

Contractors' use of altered work schedules for their employees--how is it working? Department of Labor. Report to the Congress by the Comptroller General of the United States. Washington, 1976. 32p. (B-151261)

Descriptors: *Flexible working hours--Evaluation / *Contractor personnel.

HUMAN RELATIONS

10-70

Burke, Ronald J., Tamara Weir and Gordon Duncan.
Informal helping relationships in work organizations. Academy of Management journal, 19:370-377, September 1976.
Descriptors: *Human relations--Research / Working climate / *Work--Psychological aspects--Research / Stress, Psychological / Adjustment (Psychology)--Research / Psychology, Industrial.

10-71

Zemke, Ron.
Better ways to help train people to win in interpersonal relations. Training, 13:12-14, August 1976.
Descriptors: *Human relations training / *Human behavior.

INCENTIVE AWARDS AND PROGRAMS

10-72

Chase, Floyd C. and William F. Boore.
A vertical look at creativity. Best's review (life/health insurance ed.), 77:73-76, August 1976.
Describes State Farm Insurance Company's formalized suggestion system for third level (regional office subsystem) called SAINT (Shortcuts And Innovative New Tricks).
Descriptors: *Suggestion systems / *Creative thinking.

10-73

Panyan, Steve W. and Michael McGregor.
How to implement a proactive incentive plan: a field study. Personnel journal, 55:460-62, September 1976.
Descriptors: *Financial incentives / *Absenteeism control--Methods / Sick leave / Bonus system.

INSURANCE, HEALTH

10-74 Ie569 .H49d

Hewitt Associates.
Dental plans. n.p., 1976. 29p. (Research brief no. 10)
Descriptors: *Dental care--Insurance / Dental care--Insurance--Evaluation / *Dental care--Insurance--Costs.

10-75

Holland, David M.
Recent developments relating to sex discrimination. Best's review (life/health insurance ed.), 77:16+, August 1976.
"The purpose of this paper is to review recent activity in the Federal courts and state insurance departments dealing with alleged sex discrimination and unfair insurance practices."
Descriptors: *Insurance, Health / *Sex discrimination.

INTERGOVERNMENTAL PERSONNEL PROGRAMS

10-76 Ia20.2 .Un35r 1975/76 Jul.-Sept.

U.S. Civil Service Commission.
Report of IPA grant activity, first quarter FY 1976. Prepared by Bureau of Intergovernmental Personnel Programs. Washington, 1976. 67p. (BIPP 152-73)
Descriptors: *Intergovernmental personnel programs / *Grants-in-aid--Directories.

INTERVIEWING

10-77 Ie286 .OL2i

O'Leary, Lawrence R.

Interviewing for the decisionmaker. Chicago, Nelson-Hall, 1976. 127p.

Partial contents: Chap. 2, Guidelines for sound interviewing; chap. 4, Validity--fair employment and the interview; chap. 5, The counseling interview.

Descriptors: *Interviewing / *Counseling / *Equal opportunity in employment.

INVASION OF PRIVACY

10-78

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Descriptors: *Labor-management relations--Cases.

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Descriptors: *Labor turnover / Employment opportunities / Job satisfaction / *Labor turnover causes / Great Britain.

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An examination of the ability to predict employee turnover from measures of job satisfaction, intentions and personal factors. Ann Arbor, Mich., Xerox University Microfilms, 1975. 194p.

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Foreman, Maurice V.

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Descriptors: *Technological innovations / *Financial incentives / *Executives--Pay.

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Descriptors: *Time management--Methods.

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Management by objectives in government: theory and practice. Beverly Hills, Calif., Sage, 1976. 80p. (Sage professional papers in administrative and policy studies, no. 03-030)
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Weihrich, Heinz.

MBO--quo vadis? Journal of systems management, 27:36-38, September 1976.

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Descriptors: *Management by objectives / *Systems analysis.

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Descriptors: *Hospitals--Administration / *Team development / *Executive effectiveness.

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Manpower planning conversations with a computer. Advisor (Navy, Office of Civilian Manpower Management), 10:22-31, Summer 1976.

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Making better decisions in middle management. Commerce (Chicago Association of Commerce & Industry), 73:86-88, March 1976.

Descriptors: *Middle management--Evaluation / *Selection / *Recruitment.

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Wilber, George L. and others.

Minorities in the labor market. Lexington, University of Kentucky, Social Welfare Research Institute, 1975. 3v.

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Descriptors: *Minority groups--Employment--Statistics / *Spanish-speaking Americans--Employment / *Indians--Employment / Japanese Americans / Chinese Americans / Filipino Americans.

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Kirschenbaum, Alan B. and Albert I. Goldberg.

Organizational behavior, career orientations, and the propensity to move among professionals. Sociology of work and occupations, 3:357-372, August 1976.

Descriptors: *Professional employees--Research / *Labor mobility--Research / *Career patterns--Research.

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Descriptors: *Labor mobility--Research / *Military personnel.

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Drummond, Douglas S.

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Descriptors: *Police--Attitudes / *Police--Selection / *Morale / Police--Training.

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Broedlin, Laurie.

Intrinsic work motivation of the Navy's civilians. Advisor (Navy, Office of Civilian Manpower Management), 10:13-17, Summer 1976.

Descriptors: *Motivation / *U.S. Department of the Navy / Leadership style / Industrial democracy.

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Cangemi, Joseph P., Lynn Clark and M. Eugene Harryman.

Differences between pro-union and pro-company employees. Personnel journal, 55:451-453, September 1976.

Descriptors: *Motivation--Research / *Tests, Personality / *Employee attitudes / Unions / *Organizational commitment.

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Farr, James L.

Task characteristics, reward contingency, and intrinsic motivation. Organizational behavior and human performance, 16:294-307, August 1976.

Descriptors: *Motivation research / *Incentive pay.

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Motivation through the design of work: test of a theory. Organizational behavior and human performance, 16:250-279, August 1976.

Descriptors: *Motivation research / *Job design.

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Descriptors: *Achievement motivation--Research / *Motivation (Psychology)--Research / Motivation theory--Research / Achievement motivation--Tests.

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Mitchell, Vance F. and Pravin Moudgill.

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Descriptors: *Hierarchy of needs / *Motivation research.

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Pritchard, Robert D. and others.

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Descriptors: *Performance / *Incentive pay / *Motivation research.

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Turnage, Janet J. and Paul M. Muchinsky.

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Descriptors: *Motivation research / Motivation theory / *Participative management.

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Miller, Neil.

Career choice, job satisfaction, and the truth behind the Peter Principle. Personnel, 53:58-65, July-August 1976.

Descriptors: *Executive effectiveness / Training / *Job satisfaction / *Occupational choice / Organizations--Climate.

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10-138

Levin, N. Arnold.

Age discrimination in fringe benefits. Pension world, 12:69-71+, August 1976.

Descriptors: Age discrimination--Cases / *Fringe benefits / *Age discrimination--Executive orders / *Age discrimination--Law and legislation.

ORGANIZATIONS

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Anna, Henry J.

Task groups and linkages in complex organizations: a case study of NASA. Beverly Hills, Calif., 1976. 64p. (Sage professional papers in administrative and policy studies, no. 03-029)

Descriptors: *Organizations--Evaluation / *Group dynamics / *U.S. National Aeronautics and Space Administration.

10-140

Shaeffer, Ruth G.

Comparing staffing patterns. Management review, 65:40-47, July 1976.

Adapted from remarks by Dr. Shaeffer at a panel session conducted by the Conference Board on "Monitoring the human resource system," April 20, 1976.

Descriptors: *Organizational structure / *Chain of command / Organization charts / Job titles / *Executives--Responsibilities.

OVERSEAS PERSONNEL

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Teague, Burton W.

Transplanting executives in foreign soil. Conference Board record, 13:42-45, September 1976.

Descriptors: *Overseas personnel--Selection / *Overseas personnel--Training / *Overseas executives.

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Birchall, David, Ray Wild and Colin Carnall.
Redesigning a way to worker participation. Personnel management (Gt. Brit.), 8:26-28, August 1976.
Descriptors: *Participative management / *Job design / Great Britain.

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Descriptors: *Participative management--Addresses, essays, lectures / Leadership style / Decision-making / Motivation / *Participative management--Research / Participative management--Evaluation.

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Partial contents: Executive compensation--the winds of change, by Edward L. Delahanty; The Federal pay setting process (balance and reform), by Robert E. Hampton; Using pay to ruin motivation, by W. Clay Hamner; Federal pay and classification techniques, by Paul A. Katz.
Descriptors: *Pay administration / *Pay--Conferences / *Executives--Pay / Motivation.

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Berg, J. Gary.
Managing compensation. New York, AMACOM, 1976. 250p.
Descriptors: *Compensation administration / *Job evaluation / Pay rates / Job descriptions / *Psychology, Industrial / Motivation.

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Husband, Tom M.
Work analysis and pay structure. New York, McGraw-Hill, 1976. 233p.
Descriptors: *Pay administration--Methods / *Job evaluation--Methods / Organizational structure / *Job analysis--Methods / Leadership style / Job descriptions / Pay policies / Job evaluation--Economic aspects / Incentive pay.

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Moss, Ronald W.
A challenge to the system. Personnel journal, 55:454-456, September 1976.
Descriptors: *Compensation administration / Compensation administration--Study and teaching / *Executives--Training.

10-148

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Descriptors: *Pay comparability / *Federal employees / *Pay increases / White collar workers.

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Sant, Jane Van

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Descriptors: *Legislators / *Pay surveys / *Fringe benefits--Surveys / State employees.

10-150

Smith, David R.

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Descriptors: *Pay administration--Case studies / Pay rates / *Labor costs--Public opinion / *Construction workers / Blue collar workers / State governments / Local government.

10-151

Smith, William M.

Federal pay procedures and the comparability survey. Monthly labor review, 99:27-31, August 1976.

Descriptors: *Pay--Statistics / *Pay policies / *Pay comparability--Methods / Federal government / Pay comparability--Law and legislation.

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Tarrant, John J.

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Descriptors: *Pay increases / *Negotiation / *Pay administration.

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Trends in employment hours and earnings. Richmond, Va., 1976. 52p.

Descriptors: *Pay--Statistics / *Virginia / *Labor force--Statistics / *Hours of work--Statistics / State governments / Local government / Federal government.

10-154

Wendt, George R.

Should courts write your job descriptions? Personnel journal, 55:442-445+, September 1976.

Descriptors: *Pay rates--Law and legislation / *Equal opportunity in employment / *Job evaluation / Job descriptions / Job factors / Women--Pay / Minority groups--Pay.

PERFORMANCE EVALUATION

10-155 S/I

DiLieto, Biagio, James M. DeFilippo and John T. Flynn.

Scientific attitude scaling to measure job performance. Police chief, 43:52-53+, April 1976.

Descriptors: *Police / *Performance evaluation--Methods / Promotion--Methods.

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Holley, William H., Hubert S. Feild and Nona J. Barnett.
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Descriptors: *Performance evaluation / *Systems analysis.

10-157
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A new breakthrough for performance appraisal. Business horizons, 19:66-73, August 1976.
Descriptors: *Performance evaluation--Methods / *Critical incident appraisal.

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Patrick, William C., III and William R. Beisel.
In-house peer review: an effective mechanism for research management. Army research and development, 17:19-20, July-August 1976.
Descriptors: *Peer ratings / *U.S. Department of the Army / *Scientists--Evaluation--Methods.

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Von Behren, George E.
Police service by objectives: a performance evaluation plan. Police chief, 43:12-13, April 1976.
Descriptors: *Police / *Performance evaluation / *Management by objectives.

PERSONNEL ADMINISTRATION

10-160
Hall, Douglas T. and Francine S. Hall.
What's new in career management. Organizational dynamics, 5:17-33, Summer 1976.
Descriptors: *Labor turnover control / *Management development / *Promotion / Organizational characteristics.

10-161
Howes, Marshall F. and Bennie D. Yates.
How to control personnel costs in overhead functions. Personnel, 53:22-29, July-August 1976.
Descriptors: *Personnel administration--Costs / *Labor costs / *Cost control--Methods.

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Killian, Ray A.
Human resource management; a ROI approach. New York, AMACOM, 1976. 232p.
Descriptors: *Personnel administration--Methods / *Personnel administration--Economic aspects / *Human resource accounting / Employee development--Economic aspects / Productivity / Personnel information systems.

10-163
Mingst, Herman C.
Mini-personnel computer. Advisor (Navy, Office of Civilian Manpower Management), 10:32-33, Summer 1976.
Descriptors: *Personnel administration--Computer programs / *Computers.

10-164
Nadler, Leonard.
Managerial styles in the U.S. and Japan; which is better? Advisor (Navy, Office of Civilian Manpower Management), 10:2-12, Summer 1976.
Descriptors: *Leadership style / *Japan / Decision-making / Employee-management relations / Office layout / Labor costs / *Compensation administration.

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Contents: Vol. 1, Organization planning & manpower budgeting; vol. 2, Job classification & compensation; vol. 3, Equal employment opportunity; vol. 4, Personnel management.
Descriptors: *Personnel administration--Manuals / *Equal opportunity in employment--Handbooks, manuals, etc. / *Position classification--Handbooks, manuals, etc.

10-166
Tracy, Lane.
The control process in personnel management. Personnel journal, 55:446-449+, September 1976.
Descriptors: *Personnel administration / *Manpower planning / Personnel utilization / Recruitment / Selection / Training / Performance evaluation / Compensation administration / Personnel information systems.

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Descriptors: *Employee attitudes / *Executives--Attitudes / *Leadership style / Psychology, Industrial.

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U.S. National Technical Information Service.
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Descriptors: *Personnel administration--Bibliography.

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Descriptors: *Personnel administration / *Personnel management evaluation / *Personnel research / Personnel information systems.

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10-170
Adderley, Terence E.
Temporary help as a management tool. Office, 84:72-73, August 1976.
Author is president of Kelly Services, Inc.
Descriptors: *Temporary employment / *Temporary employees.

10-171
How business is using temporary help. Office, 84:16-18+, August 1976.
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Descriptors: *Temporary employment / *Temporary employees.

10-172
Suhm, Richard T.
Weekly report matches staff with work load. Hospitals, 50:67-72, August 16, 1976.
Includes forms.
Descriptors: *Personnel utilization / *Hospitals--Administration.

POSITION CLASSIFICATION

10-173 Ie29 .B99e 1976
Lawton, Esther C. and Harold Suskin.
Elements of position classification in local government. 2d ed. Chicago, International Personnel Management Assn., 1976. 41p. (Personnel report no. 761)
Includes forms.
Descriptors: *Position classification / *Job evaluation.

PRODUCTIVITY

10-174 Id214 .In8g 1976
International City Management Association.
Guide to productivity improvement projects. 3d ed. Washington, U.S. Govt. Print. Off., 1976. 117p.
Descriptors: *Productivity improvement--Case studies.

10-175 Id214 .P94p
Productivity in public organizations, ed. by Marc Holzer. Port Washington, N.Y., Kennikat Press, 1976. 328p.
Descriptors: *Productivity--Addresses, essays, lectures / *Productivity measurement--Addresses, essays, lectures / *Productivity improvement--Addresses, essays, lectures / Federal government / State governments / Municipal government.

10-176 Id68 .Un71i
U.S. National Commission on Productivity and Work Quality.
Improving municipal productivity: work measurement for better management. Washington, 1975. 34p.
Descriptors: *Productivity improvement--Administration / *Work measurement--Administration / *Work simplification.

10-177 Id214 .W15p
Wallace, Robert J.
Productivity and the fire service. Syracuse, N.Y., Syracuse University, Maxwell Graduate School of Citizenship and Public Affairs, 1975. 50p. (Occasional paper no. 26)
Descriptors: *Productivity measurement--Case studies / *Fire fighters.

PUBLIC ADMINISTRATION

10-178 H62 .F851

Franklin, Jack L. and Jean H. Thrasher.

An introduction to program evaluation. New York, Wiley-Interscience, 1976. 233p.

Descriptors: *Program evaluation.

10-179 Ia11.8 .J83L

Jowell, Jeffrey L.

Law and bureaucracy; administrative discretion and the limits of legal action. n.p., Dunellen Pub. Co., 1975. 214p.

This study "to consider the extent to which bureaucracy can (or cannot) be controlled by legal techniques" encompassed the Massachusetts Commission Against Discrimination, the Boston Department of Welfare and the Boston Redevelopment Authority.

Descriptors: *Public administration--Case studies / *Bureaucracy / *Administrative remedies.

10-180 JK421 .M49p

Meltsner, Arnold J.

Policy analysts in the bureaucracy. Berkeley, University of California Press, 1976. 310p.

Descriptors: *Policy formulation--Evaluation / Administrative agencies / *Occupations / Federal government / Program evaluation.

10-181

Petersen, Nancy M.

Holding public office--a risky business? Nation's cities, 14:19+, August 1976.

Descriptors: *Management accountability / *Liability (Law) / Municipal government / *Insurance / Executives--Responsibilities.

10-182 Ia20 .Un4fe 1976 pt. 1

U.S. Advisory Commission on Intergovernmental Relations.

Significant features of fiscal federalism, 1976; pt. 1, Trends. Washington, U.S. Govt. Print. Off., 1976. 67p. (M-106)

"This publication will be followed by Part II that describes Federal-state-local revenue and debt structures," and by "Part III, providing detailed information on the expenditure side of the intergovernmental fiscal equation." The subject matter of the last part, Part IV, has yet to be announced.

Includes public employment and wage statistics, 1955-1974.

Descriptors: *Labor force--Statistics / *Pay--Statistics / *Finance, Public / Federal government / State governments / Local government / Revenue sharing.

PUBLIC SERVICE EMPLOYMENT

10-183

Werneke, Diane.

Job creation programmes: the United States experience. International labour review, 114:43-59, July-August 1976.

Descriptors: *Public service employment--Evaluation / Public Employment Program.

REDUCTION IN FORCE

10-184

Dyment, Robert.

Softening the blow of temporary layoffs. Pension world, 12:64-65+, August 1976.

Descriptors: *Reduction in force / *Employee development / Employee counseling.

10-185 Ie658 .Ed8L

Educational Research Service, Inc.

Local policies for reduction in force. Arlington, Va., 1975. 18p.

Descriptors: *Reduction in force--Administration / *Teachers / School employees / Labor-management relations / Municipal government.

10-186

Leinweber, Ken.

Showing them the door. Personnel, 53:66-68, July-August 1976.

Descriptors: *Reduction in force / *Employee outplacement.

RELOCATION

10-187

Olive, Lois E. and others.

Moving as perceived by executives and their families. Journal of occupational medicine, 18:546-550, August 1976.

Descriptors: *Relocation / *Executives--Attitudes--Research / *Executive families.

REMOVAL

10-188 Ie532 .T55p

Tobin, John E.

A positive approach to employee discipline. Wheaton, Ill., Hitchcock Pub. Co., 1976. 2v.

Author analyzed 1350 employee discharge cases listed in volumes 41 through 55 of Labor Arbitration Reports (BNA).

Descriptors: *Removal--Cases / *Discipline--Administration / *Arbitration, Industrial.

RETIREMENT

10-189

Diller, Neil J.

How Merrill Lynch tackles the problem for its pension fund. Pension world, 12:9-10+, August 1976.

Descriptors: *Pension funds--Administration / *Electronic data processing.

10-190

Focus on state funds: sizing up their asset package. Pension world, 12:14-16+, August 1976.

Descriptors: State governments / *Pension funds--Statistics / Surveys.

10-191
Hershman, Arlene.
Pension funds play it safe. Dun's review, 108:80-82+, September 1976.
Descriptors: *Pension funds.

10-192 Ie712 .N42n
New Jersey. Legislature. Office of Fiscal Affairs.
New Jersey's contributory public employee pension programs: program analysis of the Public Employees' Retirement System. Trenton, 1976. 3v.
Vol. 1, Synopsis, summary and recommendations; vol. 2, [Technical report]; vol. 3, Actuarial analysis and pension cost forecast of the Teachers' Pension and Annuity Fund.
Descriptors: *New Jersey--Civil service / *Pension financing--Costs / *Pension financing--Evaluation / Pension funds / *Retirement--Evaluation.

10-193 Ie713 .N42p
New York (City). Mayor's Management Advisory Board.
Pensions. New York, 1976. 94p.
Descriptors: *New York (City)--Civil service / *Pension financing--Evaluation / *Pension financing--Costs / Pension funds / Retirement benefits / Industry / Federal government.

10-194
No end of benefits when Congressmen retire. U.S. news & world report, 81:36, August 23, 1976.
Descriptors: *Retirement benefits / *Congressmen.

10-195
Serlen, Bruce.
Tennessee judges go to court over their pensions. Pension world, 12:31-32+, August 1976.
Descriptors: *Judges / State employees / Tennessee / *Pensions / *Cost of living increases--Cases / County officials and employees.

10-196 S/I
Stevenson, Tom.
The deadly arithmetic of the Federal pension system. Institutional investor, 10:51-56+, July 1976.
Descriptors: *Pension financing--Evaluation / *Pension funds / *Retirement benefits / Civil service / Federal employees / Military personnel--Retirement.

10-197 Ie712 .T46p
Tilove, Robert.
Public employee pension funds. A Twentieth Century Fund report. New York, Columbia University Press, 1976. 370p.
Commissioned by the Twentieth Century Fund, this study describes existing public employee pension plans, analyzes their structure and recommends changes in public policy regarding retirement benefits and income.
An excerpt from this book is in Pension World, August 1976, p. 37-38+.
Descriptors: Municipal government / State governments / Police / Fire fighters / *Pension funds / *Pension financing / Pension funds--Administration / Pension portability / New York (State)--Civil service / Illinois--Civil service / Massachusetts--Civil Service / *Social security / *Retirement benefits--Statistics.

RETIREMENT PLANNING

10-198

Thinking of early retirement?--the rewards and pitfalls. U.S. news & world report, 81:41-42, September 6, 1976.

Descriptors: *Retirement--Early / *Retirement planning / *Retirement--Early--Economic aspects.

SAFETY

10-199

Blumrosen, Alfred W. and others.

Injunctions against occupational hazards: the right to work under safe conditions. Industrial relations law journal, 1:25-54, Spring 1976.

Descriptors: *Safety / *Accidents--Prevention.

SUPERVISION

10-200 Id32 .W58s

White, James R. H.

Successful supervision. New York, McGraw-Hill, 1975. 243p.

Descriptors: *Supervisors--Handbooks, manuals, etc. / *Supervision--Handbooks, manuals, etc. / Selection / Socialization / Training / Human relations / Performance evaluation / Time management / Delegation / Safety / Job enrichment / Motivation / Organizational structure.

SUPERVISORS

10-201 Id32 .B69m 1976

Boyd, Bradford B.

Management-minded supervision. 2d ed. New York, McGraw-Hill, 1976. 354p.

Descriptors: *Supervisors--Responsibilities / *Supervisors--Abilities / *Supervisors--Characteristics / Case study method.

10-202

DeBerg, Curt.

Supervisors and subordinates: how to make a winning team. Supervision, 38:16-17, September 1976.

Descriptors: *Supervisors--Attitudes / *Supervisors--Responsibilities / *Teamwork.

10-203

Durand, Douglas E. and Walter R. Nord.

Perceived leader behavior as a function of personality characteristics of supervisors and subordinates. Academy of Management journal, 19:427-438, September 1976.

Descriptors: Personality / *Leadership style--Research / *Supervisors--Characteristics--Research / *Subordinates' appraisals--Research / Machiavellianism / Psychology, Industrial--Research / Employee attitudes--Research.

TESTS

10-204 M-Film

Bertram, Francis D.

The prediction of police academy performance and on-the-job performance from police recruit screening measures. Ann Arbor, Mich., Xerox University Microfilms, 1975. 150p.

Doctoral dissertation, Marquette University, 1975. Abstracted in Dissertation Abstracts International, vol. 36, no. 10, April 1976, p. 6543-A.

Descriptors: *Tests--Evaluation--Methods / *Police--Selection--Research / *Test validity--Research / Test bias / *Police--Tests--Research / Factor analysis / Tests, Aptitude--Evaluation.

TESTS (Cont'd)

10-205 M-Fiche

Day, Gerald F.

An investigation into the use of criterion-referenced measurement in vocational and technical training. Washington, Educational Resources Information Center, 1975. 71p. (ED-115-933)

Descriptors: Tests--Evaluation / *State-of-the-art reviews / Educational research / Literature reviews / *Test reliability / *Vocational education.

10-206

Fox, William M.

Reliabilities, means, and standard deviations of LPC scales: instrument refinement. Academy of Management journal, 19:450-461, September 1976.

Descriptors: *Test reliability--Research / Test interpretation--Research / *Leadership style--Research / Tests--Administration.

10-207

Ivancevich, John M.

Predicting job performance by use of ability tests and studying job satisfaction as a moderating variable. Journal of vocational behavior, 9:87-97, August 1976.

Descriptors: *Tests, Ability--Research / *Prediction of occupational success / Performance / *Job satisfaction.

10-208 M-Film

Strand, Theresa.

A comparative study of two entry level firefighter selection tests. Ann Arbor, Mich., Xerox University Microfilms, 1975. 140p.

Doctoral dissertation, Wayne State University, 1975. Abstracted in Dissertation Abstracts International, vol. 36, no. 11, May 1976, p. 7366-A.

Descriptors: Selection / *Fire fighters--Tests--Research / Test validity--Research / Job analysis / *Test bias--Research / *Tests--Evaluation--Research.

10-209 Ie256.9 .Un665t

U.S. Manpower Administration.

Technical report on development of USES Aptitude Test Battery for .... Washington, 1973-1976. 19v.

Each volume covers a specific occupation.

Partial contents: Vol. 1, Key-punch operator; Vol. 2, Nurse, licensed, practical; vol. 3, Clerk, general office.

Descriptors: *Tests, Aptitude--Research / Office workers--Tests / Blue collar workers / Nurses / Teachers' assistants / Nurses' aides / Construction workers / Job descriptions / Bank workers.

TRAINING

10-210

Bolton, Mac.

Research and the training revolution. Personnel management (Gt. Brit.), 8:22-25, August 1976.

Descriptors: *Training--Research / *Training evaluation / Group training / Sensitivity training / Great Britain.

10-211
Hodgkinson, Harold.
Improving education and work linkages. Training and development journal, 30:40-51, July 1976.
Address given at American Society for Training and Development Conference, New Orleans, May 16-20, 1976. Harold Hodgkinson is director of the National Institute of Education.
Descriptors: Educators / Learning, Psychology of / Education--Evaluation / *Education--Addresses, essays, lectures / *Training--Addresses, essays, lectures / *Adult education.

10-212
How to choose--and use--filmstrip projectors. Training, 13:27-32, August 1976.
Descriptors: *Training--Audio-visual aids / *Audio-visual aids--Evaluation.

10-213
Hughes, Charles L. and Vincent S. Flowers.
Strategies for effective training. Personnel, 53:50-57, July-August 1976.
Descriptors: *Training / *Employee attitudes / Personal values / Work values / *Trainees--Characteristics.

10-214
Jones, William S.
The manager's role in developmental planning. Training and development journal, 30:3-4+, July 1976.
Descriptors: *Employee development / *Career planning / Training needs analysis / Goal setting / Training planning.

10-215
Laird, Dugan.
The right reading can make old HRD ideas seem brand new. Training, 13:42, August 1976.
Descriptors: *Training / *Literature reviews.

10-216
Rummler, Geary.
How to determine what problems can--and can't--be resolved by training. Training, 13:18-21, August 1976.
Descriptors: *Training needs analysis / *Performance evaluation--Forms / *Training needs analysis--Forms.

10-217
Wood, Percy.
Change begets change. Training and development journal, 30:24-26+, July 1976.
Address given at American Society for Training and Development Conference, New Orleans, May 16-20, 1976. Percy Wood is executive vice president and chief operating officer, United Airlines.
Descriptors: *Training--Addresses, essays, lectures / *Change, Organizational--Addresses, essays, lectures / Technological change / Social change / Airplane pilots / Flight attendants.

TRAINING ADMINISTRATION

10-218

Sinclair, Stephen.

Training--where professionalism begins. Job safety & health, 4:33-37, August 1976.

Interview with Earl D. Heath, chief of OSHA's Office of Training and Education.

Descriptors: *U.S. Occupational Safety and Health Administration / *Training administration.

TRAINING EVALUATION

10-219 Ie428 .Un80p

U.S. Office of Education.

Perspectives on the problem of evaluation in career education. Prepared by Kenneth B. Hoyt. Washington, 1976? 39p. (Monographs on career education)

Based on two "mini-conferences" conducted by the Office of Career Education.

Descriptors: *Career education--Evaluation / Goals.

TRAINING METHODS

10-220

Broadwell, Martin M.

In defense of the good old lecture method. Training, 13:25-26, August 1976.

Descriptors: *Lecture method in teaching--Evaluation.

10-221

Ivancevich, John M. and J. Timothy McMahon.

Group development, trainer style and carry-over job satisfaction and performance. Academy of Management journal, 19:395-412, September 1976.

Descriptors: *Job satisfaction / *Performance / Employee development / *Training methods--Research / Executives--Training.

UNEMPLOYMENT COMPENSATION

10-222 Ie102 .Or3o

Oregon. Department of Human Resources.

Oregon U.I. experience of state and local government employees, 1960-1974. Prepared by Employment Division. n.p., 1975. 5p. (U.I. analysis no. 19)

Descriptors: *Unemployment compensation--Statistics / *Oregon--Civil service--Statistics.

WOMEN--EMPLOYMENT

10-223 S/I

Baker, Sally H. and Bernard Levenson.

Job opportunities of black and white working-class women. Social problems, 22:510-533, April 1975.

Descriptors: *Women--Career opportunities / *Recruitment / *Afro-American women.

10-224 Ie154 .C28s

Catalyst.

Self-guidance series. New York, 1973-1975. 2v.

Contents: Vol. 1, Planning for work; vol. 2, Your job campaign.

Descriptors: *Women--Career planning--Handbooks, manuals, etc. / *Women--Career opportunities--Handbooks, manuals, etc. / *Job search--Handbooks, manuals, etc. / Self-evaluation--Forms.

10-225 S/I

The changing face of management: women as a managerial resource. Atlanta economic review, 26:4-49, March-April 1976.

Contents: Introduction, by Donald O. Jewell and Carolyn R. Pollard; Women in management--some today, many more tomorrow, by Sandra Ekberg-Jordan; The intrepid executive's guide to avoiding sex discrimination, by Donald R. Stacy; Legal barriers, what barriers? by Gail McKnight Beckman; Think manager--think male, by Virginia E. Schein; The female corporate jock: what price equality? by Donald O. Jewell; A 'women in business' seminar: exploring an approach to change in sex-role awareness, by Jayne I. Gackenbach, Marian Burke, and Stephen M. Auerbach; Identifying managerial talent in women, by Douglas W. Bray; Women and wages, by Holley H. Ulbrich; Preparing for the future: commitment and action, by Sandra Ekberg-Jordan.

Descriptors: *Women executives / *Affirmative action / *Management development / Role perception / Social change / Women--Training / Women--Utilization / Sensitivity training / Maternity leave / Relocation / Executives--Characteristics.

10-226 Ie154 .C63s

Coalition of Labor Union Women.

Statement of purpose, structure and guidelines adopted by ... [at the] Founding Conference, Chicago, March 23-24, 1974. Detroit, 1974. 14p.

Bound with: Miscellaneous journal articles on the CLUW program.

Descriptors: *Women--Employment / *Unions.

10-227 Ie154.9 .Em3er

The emerging role of women in management: a bibliography, comp. by Judith M. Pask. West Lafayette, Ind., Purdue University, Krannert Graduate School of Industrial Administration, 1976. 49p.

Descriptors: *Women executives--Bibliography / Information sources / *Women--Training--Bibliography / Management development / Recruitment / Equal opportunity in employment.

10-228

Ferree, Myra M.

The confused American housewife. Psychology today, 10:76-78+, September 1976.

Descriptors: *Work--Psychological aspects / *Wives / *Women--Attitudes / Women employees / Self-esteem / Mothers--Employment.

10-229 M-Fiche

Franklin, David S.

Intermittent and flexible work schedules and welfare mothers' employment. Springfield, Va., National Technical Information Service, 1975. 124p. (PB-248-843)

Performing organization: University of Southern California, Regional Research Institute in Social Welfare School of Social Work.

Descriptors: *Flexible working hours / *Mothers--Employment / Public welfare / Part-time work.

10-230

Lecht, Leonard A.

Women at work. Conference Board record, 13:16-21, September 1976.

Descriptors: *Women--Employment--Statistics / *Women--Pay--Statistics.

10-231
Lichtenstein, Grace.
'Kill, hate--mutilate!' New York times magazine, p. 10-11+, September 5, 1976.
Descriptors: Adjustment (Psychology) / *Women military personnel / *Women--Training / *U.S. Department of the Air Force / Women--Attitudes / Women--Attitudes toward / *Military officers--Training / Physical fitness.

10-232
Lindsey, Robert.
Women entering job market at an 'extraordinary' pace. New York times, 125:1+, September 12, 1976.
Descriptors: *Women--Employment--Statistics / *Labor supply / Labor economics / Unemployed--Statistics / *Social change.

10-233 Ie152 .M36w
Maryland. Commission on the Status of Women.
Women in Maryland state government. Baltimore, 1976. 84p.
Summaries as of July 31, 1975 by job category, annual salary, and by race, sex, and ethnic group.
Descriptors: *Women--Employment--Statistics / *Maryland--Civil service--Statistics / *Minority groups--Employment--Statistics.

10-234
Osborn, Richard N. and William M. Vicars.
Sex stereotypes: an artifact in leader behavior and subordinate satisfaction analysis? Academy of Management journal, 19:439-449, September 1976.
Descriptors: *Women executives--Research / Employees attitudes / Women--Attitudes toward / *Leadership--Research / *Women--Abilities / Job satisfaction / Women executives--Evaluation.

10-235
Putnam, Linda and J. Stephen Heinen.
Women in management: the fallacy of the trait approach. MSU business topics, 24:47-53, Summer 1976.
Descriptors: *Women executives / *Women--Characteristics.

10-236 Ie154 .Sa4f
Samuels, Catherine.
The forgotten five million: women in public employment; a guide to eliminating sex discrimination. New York, Women's Action Alliance, 1975. 298p.
Study of the five million women employees in state and local governments.
Descriptors: *Women--Employment / *Women--Discrimination / *Equal opportunity in employment--Handbooks, manuals, etc. / Unions.

10-237 Ie154 .T26n
Tepperman, Jean.
Not servants, not machines; office workers speak out! Boston, Beacon Press, 1976. 188p.
Descriptors: Women--Attitudes--Case studies / *Office workers--Unions / Women--Attitudes toward / Women--Employment / *Women--Discrimination / Office workers--Unions--History.

WOMEN--EMPLOYMENT (Cont'd)

10-238 Ie154 .Un365g 1976

U.S. Commission on Civil Rights.
A guide to Federal laws and regulations prohibiting sex discrimination. Rev. ed. Washington, U.S. Govt. Print. Off., 1976. 189p. (Clearinghouse publication no. 46)
Descriptors: *Women--Employment--Law and legislation / *Women--Discrimination.

10-239 Ie154.5 .Un58j

U.S. General Accounting Office.
Job opportunities for women in the military: progress and problems; Department of Defense. Report to the Congress by the Comptroller General of the United States. Washington, 1976. 31p. (B-157371)
Descriptors: *Women military personnel / *Women--Career opportunities / *Qualification standards.

10-240 Ie154 .Un98mw

U.S. Women's Bureau.
Mature women workers: a profile. Washington, U.S. Govt. Print. Off., 1976. 12p.
Descriptors: *Women--Older worker--Statistics / *Women--Employment--Statistics.

10-241 HQ1206 .W84wa

Women and achievement; social and motivational analyses, ed. by Martha Tamara Schuch Medmick, Sandra Schwartz Tangri and Lois Wladis Hoffman. Washington, Hemisphere Pub. Corp., 1975. 447p.
Partial contents: The employment of women, education, and fertility, by Lois Wladis Hoffman; The sex-labeling of jobs, by Valerie Kincade Oppenheimer; Sex discrimination against the American working woman, by Teresa Levitin, Robert P. Quinn, and Graham L. Staines; Sex discrimination in academe, by Helen S. Astin and Alan E. Bayer; The changing image of the career woman, by Ravenna Helson.
Descriptors: *Women--Employment--Addresses, essays, lectures / *Women--Discrimination / Occupational choice / Motivation research / Success in employment / *Women--Attitudes--Research / Women--Attitudes toward.

YOUTH

10-242

Miller, Melvin.
Increasing militancy of the young employee. Supervision, 38:2-3, September 1976.
Descriptors: *Motivation / *Alienation / *Youth--Attitudes.

10-243

A new generation--where it's heading. U.S. news & world report, 81:45-47, September 6, 1976.
Descriptors: *Youth--Employment / *Youth--Statistics / Youth--Attitudes.

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